Virtual TimeClock® Payroll Integration Guide

Exporting to Gusto®

Virtual TimeClock will export a specially formatted time clock file that allows you to import employee hours into Gusto® Payroll. To import files, you must complete a one-time setup.

📞 Need help with payroll integration? Contact us at 1-559-434-8544 or http://www.redcort.com/contact.

Gusto® Integration Setup

Gusto will allow you to import regular hours and overtime hours without performing any additional configuration. However, if you would like to import PTO hours, sick hours, or vacation hours as well you will need to disable Time Off Requests and set up time off policies in Gusto.

1. From your Gusto dashboard, choose **Settings** and click the **Customization** tab. Ensure that *Time off requests* is **Disabled**.
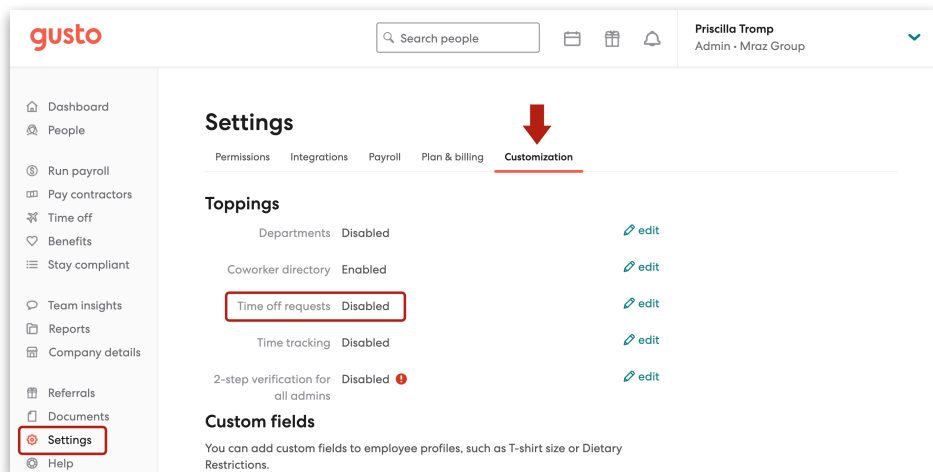
2. **Setup time off policies**. To import paid time off hours from Virtual TimeClock, make sure you create vacation, sick and holiday policies in the **Time Off** window, otherwise these time off hours will not import to Gusto.
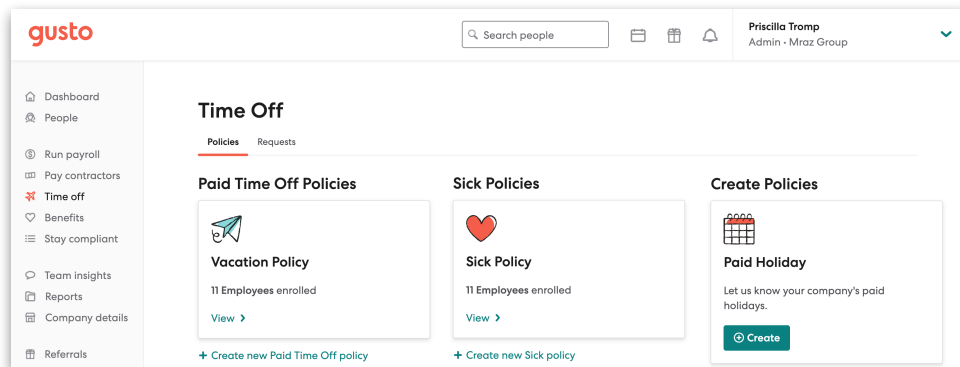
Gusto is a trademark of Gusto, Inc. Redcort Software is not affiliated with Gusto, Inc. in any way.

Virtual TimeClock® Integration Setup

Add Gusto Employees to Virtual TimeClock

1. With Administration Mode turned on, select **Users** from the *Configure* menu.

2. Click **New User** at the bottom of the user list and select **New User**.

3. Enter at least the First and Last Name of the new user.

Note: It is not critical that employee names exactly match between Gusto and Virtual TimeClock, but doing so will make it easier to match employees during the Gusto smart upload process.

4. Click Save & Next to add more users or Save & Close to finish.

5. Assign the user to a Display Group and, if needed, create a password for them.

Set up your export default fields

6. In Virtual TimeClock, from the *Configure* menu, select **Payroll Settings.**

7. In the *Payroll Export* section choose **Gusto** from the payroll integrations drop-down and click **Setup**.

8. Select the users to include in the export file from the *User To Export* list.

Gusto is a trademark of Gusto, Inc. Redcort Software is not affiliated with Gusto, Inc. in any way.

9. Press the **+** button in the bottom left corner of the *Fields to Export* list and select the Gusto field and Virtual TimeClock field that you would like to match in the export file then press **OK**. Do this for every Gusto field you want to include in the export file.
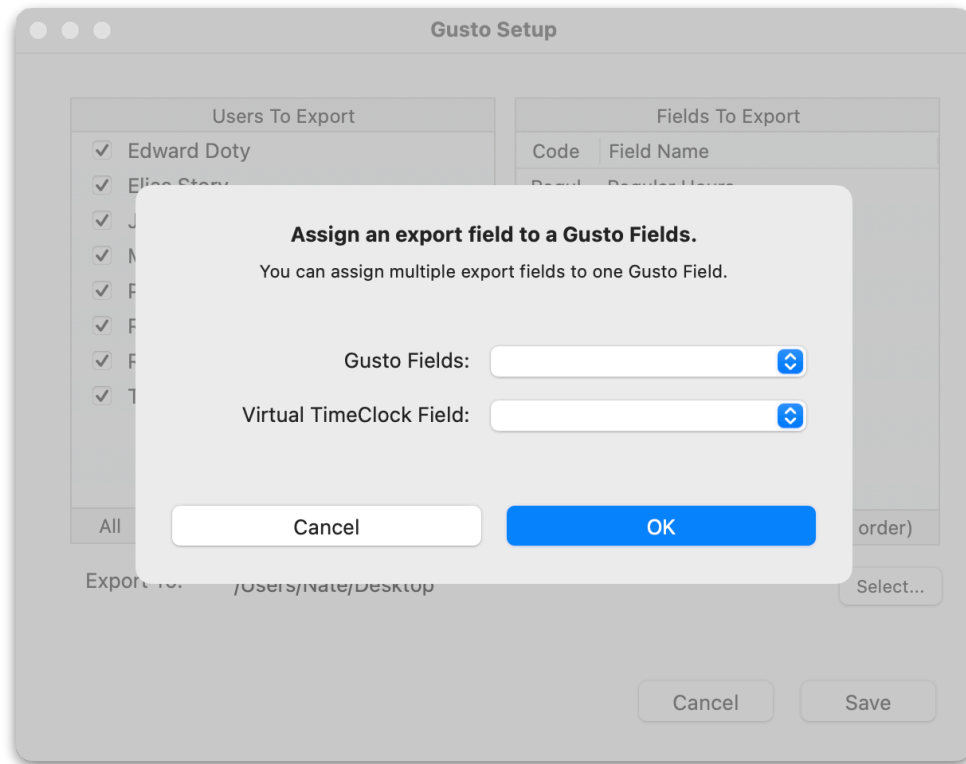
10. Use the **Select…** button to choose the destination to save your export file.

11. Press **Save** to exit and complete the Gusto Integration setup.

Exporting Payroll Hours From Virtual TimeClock®

1. At the end of the payroll period, choose **Approval** from the Virtual TimeClock administrative toolbar to enter the **Timecard Review & Payroll Approval** dashboard. Once all timecards have been approved, click **Save File** to export your integration file. If a timecard is not approved, it will not be exported.

Importing Payroll Hours in Gusto®

Follow the steps below to import payroll hours in your Gusto software at the end of the period.

1. Log in to Gusto, and from the **Pay** menu choose **Run Payroll**.

Gusto is a trademark of Gusto, Inc. Redcort Software is not affiliated with Gusto, Inc. in any way.

2.   Select **Run Payroll** to start the payroll process. On the first payroll step [Edit payroll], directly above the list of employees, click the **Import Payroll data** button on the right side of the screen.
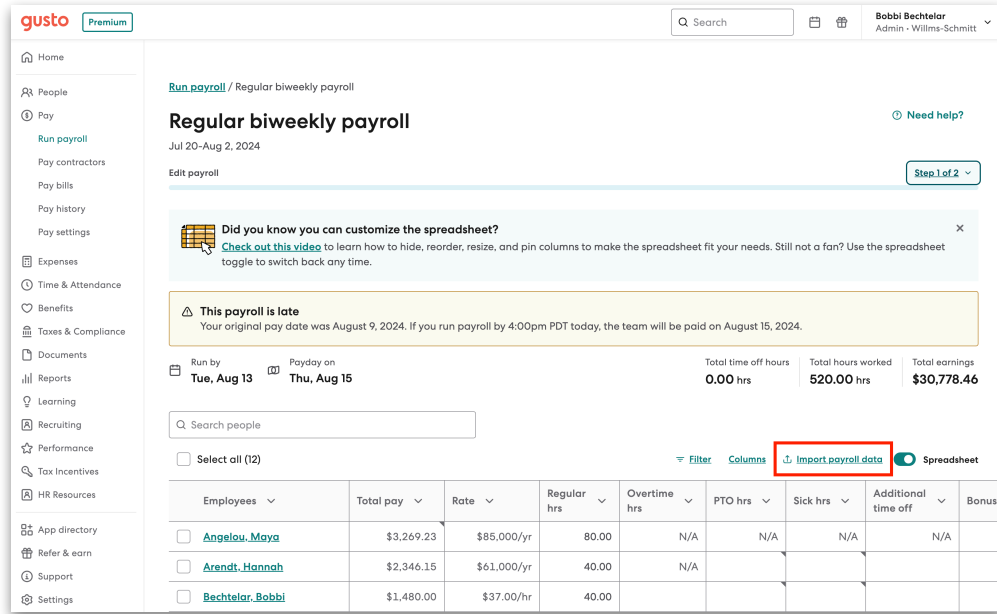
3.   In the *Import payroll data* for step 1 [, you will need to click + **Upload** and choose the exported file from Virtual TimeClock. Once the file is selected, click **Upload and continue**.
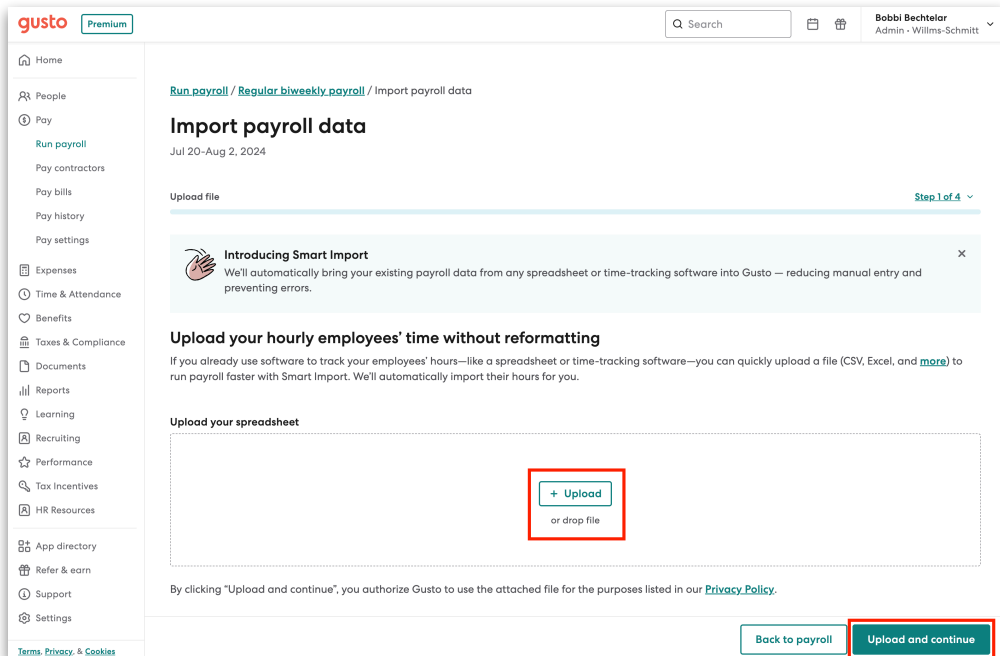
4. In the *Import payroll data* for step 2 [Review column matching], you will need to review the file columns in your imported file and ensure they match the appropriate Gusto columns. Gusto will note any columns that need to be reviewed and matched. Once this has been completed click **Looks good, continue**.

Note: Gusto will remember these settings for the next time you run payroll.

5. In the *Import payroll data* for step 3 [Review row matching], you will need to review the list of employees from the *File row* in the imported file and match them to the correct *Employee in Gusto*. Employees whose first and last names in Gusto match their first and last names in Virtual Timeclock will automatically be matched. Once this has been completed click **Looks good, continue**.

Note: Gusto will remember these settings for the next time you run payroll.

Gusto is a trademark of Gusto, Inc. Redcort Software is not affiliated with Gusto, Inc. in any way.

6. In the *Import payroll data* for step 4 [Review data and import], you will need to review the imported hours. If you find hours that need correction while preparing payroll, you can modify hours in Virtual TimeClock, re-export your CSV file, and then re-import the hours into Gusto; existing hours will be replaced when you import. If everything is correct press **Import** to complete.

Version 24.1   Revised 10.01.24